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PASADENA JUNIOR COLLEGE LIBRARY

REPORT

1940-1941

THE LIBRARY OF THE
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PASADENA JUNIOR COLLEGE LIBRARY

STATISTICAL REPORT FOR 1940-41

EAST CAMPUS

BOOK COLLECTION

Volumes in Library July 1, 1940		31,795
Accessions during year:		
By binding	79	
By previous accession	44	
By gift of Carnegie Corporation of N. Y.	3	
By other gifts	145	
By purchase 1940-41	1,837	
Total volumes added		2,108
Total number of volumes during year		33,903
Volumes withdrawn during year:		
Lost and paid	25	
Discarded	621	
Transferred to West Campus	2	
Total volumes withdrawn		648
Total volumes in Library July 1, 1941		33,255

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PASADENA JUNIOR COLLEGE LIBRARY

STATISTICAL REPORT FOR 1940-41

MAIN CAMPUS

BOOK COLLECTION

Volumes in library July 1, 1940		21,795
Accessions during year:		
By binding	79	
By previous accession	44	
By gift of Carnegie Corporation of N. Y.	7	
By other gifts	148	
By purchase 1940-41	1,927	
Total volumes added		2,205
Total number of volumes during year		23,905
Volumes withdrawn during year:		
Lost and paid	18	
Discarded	621	
Transferred to Park Campus	4	
Total volumes withdrawn		643
Total volumes in library July 1, 1941		23,262

WEST CAMPUS

Volumes in Library July 1, 1940		10,268
Accessions during year:		
By binding	44	
By gift	23	
By transfer from East Campus	2	
By purchase	1023	
Total volumes added		1,092
Total number of volumes during year		11,360
Total number of volumes withdrawn during year		159
Total volumes in Library July 1, 1941		11,201
Total volumes for East and West Campus		44,456

NEET CAMPUS

Volumes in library July 1, 1940		10,680
Accessions during year:		
By binding	44	
By gift	23	
By transfer from East Campus	3	
By purchase	1080	
Total volumes added		1,080
Total number of volumes during year		11,760
Total number of volumes withdrawn during year		158
Total volumes in library July 1, 1941		11,602
Total volumes for East and West Campus		44,458

CIRCULATION

EAST CAMPUS

Summer Session loans 1940	3,084
September-June, 1940-1941	115,684
(Daily average (September-June) 651	
Total circulation for year 1939-1940	118,768

WEST CAMPUS

September-June, 1940-1941	43,123
Daily average (September-June) 242.2	
Total for entire Junior College Library	161,891

PASADENA JUNIOR COLLEGE LIBRARY

GENERAL REPORT

1940-1941

Perhaps a part of the value to the librarian in preparation of an annual report is the review in her own mind of the year's work, a summarization of successes and failures with an attempt to analyze.

There are certain aims which are common to all libraries of educational institutions. All expect to function as laboratories for curriculum offerings, as sources for acquiring factual material for class preparation, as repositories upon which faculties can draw for personal and class study. Such libraries try to train students in a measure, at least, in independent use of the library facilities. Most libraries in schools and colleges provide a proportional amount of recreational and cultural reading outside curricular limitations. We all strive to maintain a selectivity in our book selection which avoids the cheap and tawdry or which tends to vitiate a wholesome taste in reading.

We are glad to help students find the latest statistics on aviation production, the source of a quotation, the formula for glass composition, or a picture of the Statue of Liberty, or any of the thousands of questions demanding knowledge of the resources of the library. Answering these questions for definite information and helping to find supplementary reading are but routine. In this, we are probably fairly adequate except in the instruction in the use of the library. In this last, we can only hope to be of service to the individual as we have opportunity. We have neither

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We are glad to help students find the latest statistics on aviation production, the source of a quotation, the formula for class composition, or a picture of the Statue of Liberty, or any of the thousands of questions demanding knowledge of the resources of the library. Answering these questions for definite information and helping to find supplementary reading are but routine. In this, we are probably fairly adequate except in the instruction in the use of the library. In this last, we can only hope to be of service to the individual as we have opportunity. We have neither

the personnel nor the curricular set-up to attempt a school-wide intructional program at present.

There is, however, an additional service which we long to render, difficult of formulation and still more difficult to perform. Every librarian worthy the name has not only a profound respect for the values to be found in great literature in all fields, but a love of it and a consciousness of what such an appreciation can mean to the spirit. Now in these troubled times, particularly, the ministry which comes through the knowledge and reading of great books is immeasurable, not as an instrument of escape only, nor as a retreat to an ivory tower; but as a bulwark to the mind and a rampart to the spirit.

In our anxiety over many things of the factual and the practical, perhaps we have concerned ourselves too little with this spiritual preparation of our students and have allowed our busyness to crowd out our own more vital enthusiasms.

CHARGING MACHINE

Everybody loves gadgets. Before the first Bulletin or the initial issue of the Chronicle was published, word was passed around that the Library, East Campus, had a new one in the form of a charging machine. Teachers began coming in soon after the first of September when this machine was installed. Immediately after enrollment students came in to register, to get a charging card, to draw a book to "see it work." Some students who had never darkened the Library doors before came in and drew at least one book to see the amazing machine which, with unerring accuracy, stamped their numbers on the book check. "Gee," said more than one, "ain't that sumpin'!"

It has established confidence in the record and therefore saves argument. Joe Football retires in chagrin to search among his intellectual

impedimenta where he ultimately finds his overdue history; or Miss Jane Flutterbudget vehemently denies ever "borrowing such a book in her life" until they are confronted with their own numbers on the book check. Jane then recalls that she loaned her book to a friend --- and recovers it. There seems to be authority and dignity in this mechanical device even if it is operated by humans. We think it a fortunate day when it was installed.

We have issued 4,344 cards to students, and 209 cards to faculty, clerical staff, practice or substitute teachers.

CATALOGING

The year's work began the first of August, 1940 with the employment of Miss Homer and Mrs. McCaughna to do the cataloging which all the year's effort had failed to clear. 701 books were cataloged during that time, bringing the cataloging down to date. We have asked for a similar special service this year, but owing to curtailment of funds this has been denied and we shall enter upon the year's work in September, therefore, with an uncomfortable remainder of unprocessed books.

CIRCULATION

It must be remembered while studying our circulation reports that these figures do not represent the entire use of the Library books in the Junior College. In fact, most of the students in the survey courses draw most of their books from the reading rooms set up for them; there are two of these rooms for the Humanities, one for Social Science, one for Physical Science, on the East Campus; on the West Campus there is a reading room for Business Survey. Since these reading rooms are each administered independently, and outside the Library jurisdiction, the Library has no check on the circulation. The Library loans a large number of books to most of these

rooms during the year. They are retained anywhere from one week to a semester, and some of them come back showing signs of much use.

EXTENDED DAY

The use of the Library by the Extended Day classes (during the hours from 6:15 - 9:15 p. m.) has been disappointing again this year. Since the reading room, reserve books and periodicals are on one floor, the main Library and reference room on the floor below, two attendants are required; otherwise one could easily do the work. Two competent young men have been in charge this year and have kept careful record of attendance and circulation of books. Doubtless the count of attendance in the reading room and the main Library downstairs includes many of the same individuals, but there is no way of certain checking. The records show the

Average daily attendance-Main Library and Reference Room	- 30.2
Average daily circulation " " " " "	- 16.5
Average daily attendance-Reading room	- 26.1
Average daily circulation " "	- 7.3

The attendant in the main Library has kept record of attendance by hours with the following result:

	Attendance	Circulation
6:00 - 7 p. m.	4.6	2.3
7:00 - 8 "	12.1	6.5
8:00 - 9 "	11.4	6.7
9:00 - 9:15 "	2.6	1.6

This analysis indicates that there is little use of keeping up lights and service for the hours 6:15 - 7:00 and 9:00 - 9:15, thus saving one hour's expense daily. It is recommended that we experiment by keeping

the Library open from 7:00 - 9:00 p. m. only beginning with the fall semester.

Both attendants agree that the evening attendance is about equally divided between day and extended day students, except on Forum nights when more older people come in to read before the lecture.

STAFF

One change of staff occurred in the West Campus staff --- a change of identity, but neither of family nor name. Mrs. Herman Smith resigned last spring and Mr. Smith who was just graduated from the Library School of the University of Southern California was elected to fill his wife's place.

Miss Gertrude Johnson, clerical assistant of the East Campus Library, was granted a leave of absence during the second semester in order to complete her course in Librarianship at the University of California School of Librarianship. During her absence her place at the reserve desk was taken by Miss Helen Thurber, a substitute clerk.

As usual our regular staff has had the assistance of three W. P. A. helpers during the year, one for a portion of the time at West Campus and two for a part of the year at East Campus. We closed the year with but one. This aid is of much value to the Library, some workers being competent along certain lines, others assist in quite different ways. Certainly the time and labor of the regular staff has been saved much this year. We hope that the project will be continued.

We also have had excellent service from the N. Y. A. The Deans of Men and Women who make the appointments have realized how much we have to depend upon this student assistance and have been generous in the numbers assigned to us.

We have had the usual number of volunteer students who work for "service points." Perhaps it would be more accurate to say that they work

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STAFF

One change of staff occurred in the Davis Campus staff --- a change of identity, but neither of family nor name. Mrs. Lorman Smith resigned last spring and Mr. Smith who was just graduated from the Library School of the University of Southern California was elected to fill his wife's place.

Miss Gertrude Johnson, clerical assistant of the East Campus Library, was granted a leave of absence during the second semester in order to complete her course in librarianship at the University of California School of Librarianship. During her absence her place at the service desk was taken by Miss Helen Tarrer, a substitute clerk.

As usual our regular staff has had the assistance of three N. Y. A. workers during the year, one for a portion of the time at East Campus and two for a part of the year at West Campus. We closed the year with but one. This aid is of much value to the Library, some members being occupied along certain lines, others assist in quite different ways. Certainly the size and labor of the regular staff has been saved much this year. We hope that the project will be continued.

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for love of the cause because they desire practice in library work; or, to serve the school, and -- they are rewarded with service points. Certain it is that we always have some choice souls who render capable and faithful service which should have the recognition of a hearty "thank you," at least, in addition to the benefit they may receive personally.

ACKNOWLEDGMENTS

Interesting and timely books have been given to the Library by several members of the faculty, by one of the clerical staff of the Junior College, and by one of our students. Many other contributions have been received from various sources, all of which we acknowledge with thanks.

The Library Board has given generously of time and thought to Library problems. The combined consideration of so many representative people is a helpful support to its concerns and its influence is bound to be felt.

With grateful appreciation for the cooperation of Staff, Faculty, students and Administration this report is

Respectfully submitted,

Winifred E. Skinner

Librarian

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